*Fundamentals of FFIS*

The Foundation Financial Information System (FFIS) is USDA's customized version of American Management Systems (AMS), Inc's FFS (Federal Financial System), a commercial off-the-shelf (COTS) software package. FFS was developed and subsequently implemented in 1985 to meet the financial requirements of Federal agencies. FFS is currently in use at over 40 organizations, including eight agencies with USDA (FS, FSIS, RMA, OCFO, APHIS, FSA, NRCS, and RD). It is compliant with the mandates outlined in the Joint Financial Management Improvement Program (JFMIP) and the CFO Act of 1990

FFIS runs on a mainframe system, which is housed at the National Finance Center (NFC) in New Orleans, Louisiana. It is a software package that is designed to meet stringent budget and funds control needs, as well as complex multi-fund accounting and reporting needs.

FFIS performs these primary functions:

- Maintains a standard general ledger from which a variety of external reports can be produced
- Provides financial managers with timely and reliable information.

The FFIS database contains four major components:

- Documents
- Tables
- Journals
- Reports

The software is used to perform:

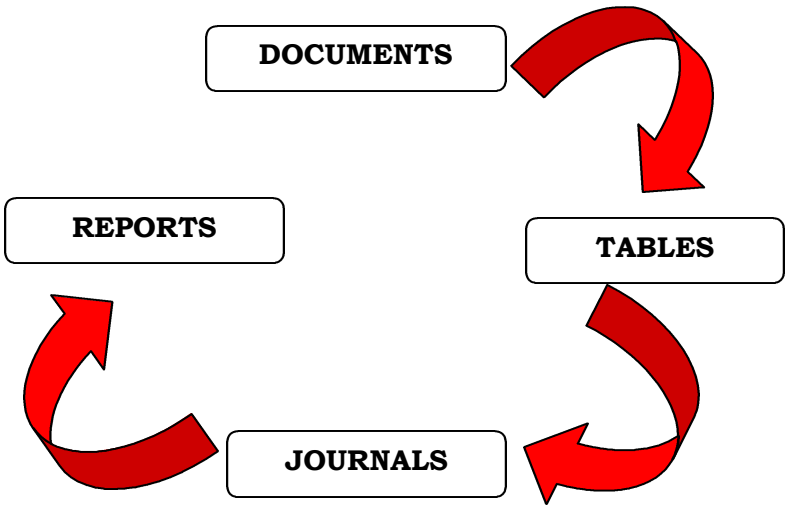
- Table and document processing functions
- Offline accounting processes
- System maintenance functions and reporting

The basic process of FFIS is as follows:

| Step | Action |
|---|---|
| 1. | Users enter financial transactions on documents. |
| 2. | Information entered on documents is processed and maintained. |
| 3. | Tables are updated with data entered on documents. |
| 4. | Financial activity entered on documents is posted to journals. |
| 5. | Users generate reports from the information maintained in tables and journals. |

The following is a pictorial example of the fundamental FFIS elements and process flow:

***Four Features of FFIS***




## *Roles and Responsibilities*:

In FFIS, roles and responsibilities are designated by ARS management.

- Security Administrator
  - Provides authorized personnel with access to FFIS to perform financial and technical duties. The assigned user ID determines the type of system access based on job responsibilities. This ensures that internal controls and separation of duties are in place and prevents unlawful activities such as unauthorized payment distributions.
  - Serves as the contact person for the procedures required when a user's level of access changes due to reassignment.

- Functional Administrator
  - Serves as the contact person for system issues
  - Maintains FFIS reference tables
  - Develops and maintains cycle processes including nightly, weekly, monthly, annual, and payroll
  - Runs reports on a regular basis and as needed

- Vendor Table Administrators
  - Serve as contact for Vendor Table modifications including vendor billing information.

## *FFIS Accounting Code Classification Structure Configuration (ACCS)*

Basic Concepts*:*

- In FFIS, the ACCS will provide a framework for :
  - Establishing budget structures
  - Aggregating Spending information from lower levels
  - Producing ARS and Department-wide reports

- Each Component of the ACCS can define a FFIS level of budget and/ or spending.
- FFIS uses spending documents to record the entire ACCS, including budget and spending elements. Based on these elements, FFIS performs the following processing:
  - Validates the funds availability at each level of the budget and updates the corresponding budget tables
  - Validates the ACCS elements to various reference tables
  - Records budget and spending elements of the ACCS on transactions in the FFIS General Journal

## *Defining Fiscal Year*

Fiscal Year

- The twelve month period from October 1 to September 30 of the following year
- Indicates when a document (transaction) is entered into FFIS
- For example:
  - An accounting transaction in November 2001 takes place in month 2 of Fiscal Year 2002. this is coded as:

| | |
|---|---|
| Fiscal Year | **02** |
| Accounting Period | **02** |

## *Defining Budget Fiscal Year*

Budget Fiscal Year (BFY)

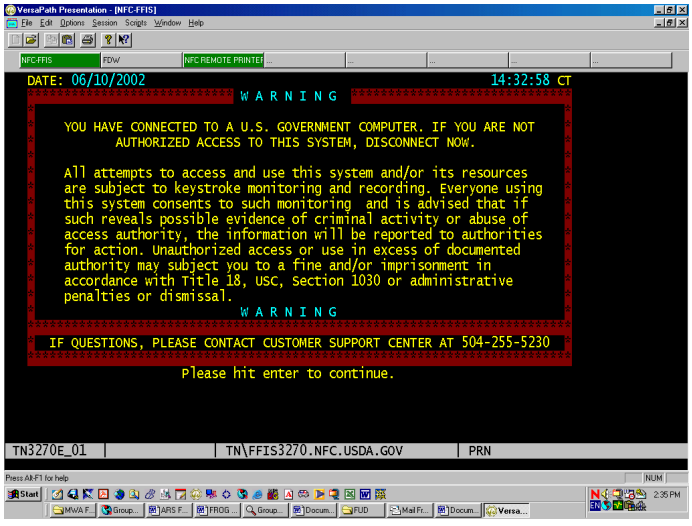
- The twelve-month period for which funds are appropriated (available to incur obligations)
- Used in association with an appropriation or fund and is a ***required*** ACCS code
- The budget fiscal year (BFY) is a four-position code. For a multiyear appropriation, the first two characters represent the beginning BFY and the last two characters represent the ending BFY. For example:
  - Single year appropriation authorized in 2002:
    **BFY 02** (last 2 digits left blank)
  - Multi-year appropriation authorized in 2001 and ending in 2002:
    **BFY -01 02**

## *Sign on and Login*

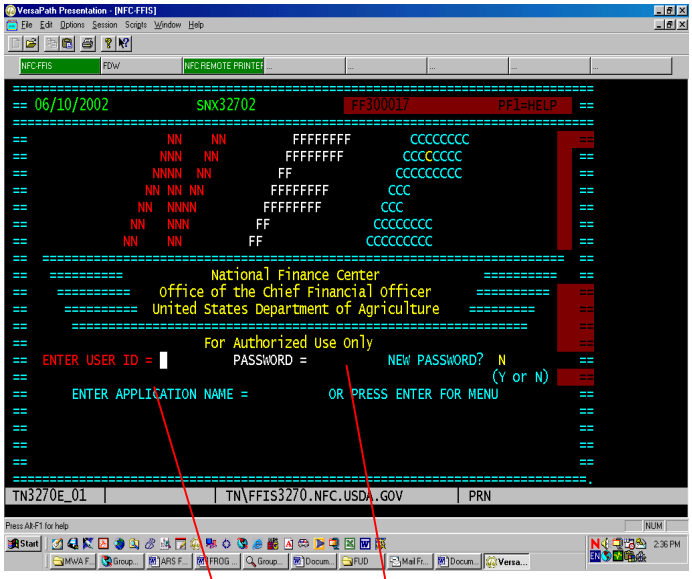
Accessing FFIS –Requirements

- Have authorized security clearance
- Use a terminal or personal computer that is connected through your telecommunication network to the mainframe computer located at National Finance Center (NFC)

Entering the Mainframe to access the SuperSession Screen:



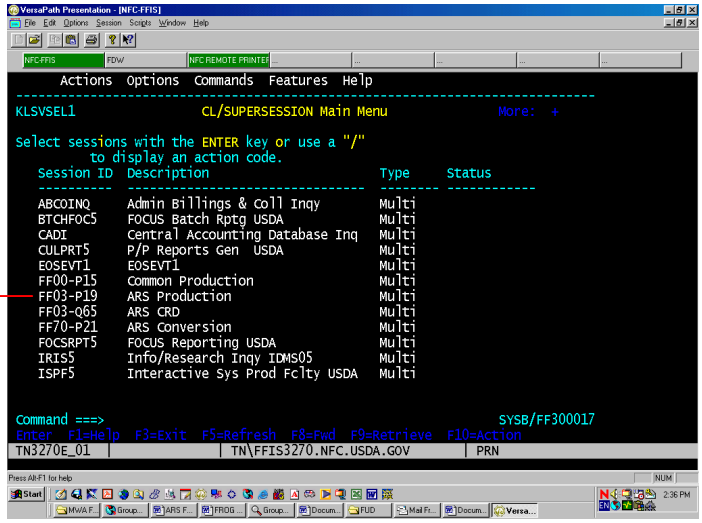

Hit the “Enter” key to continue from the warning screen to the NFC Banner Screen



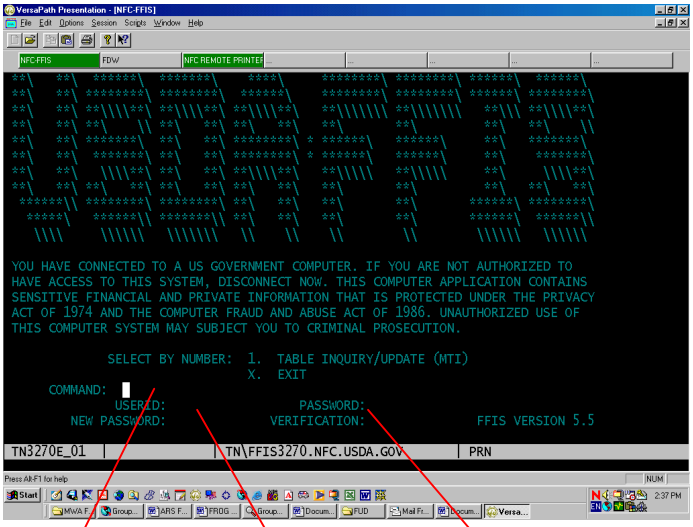

Sign on as usual by typing in your User ID and Password

Hit “Enter”

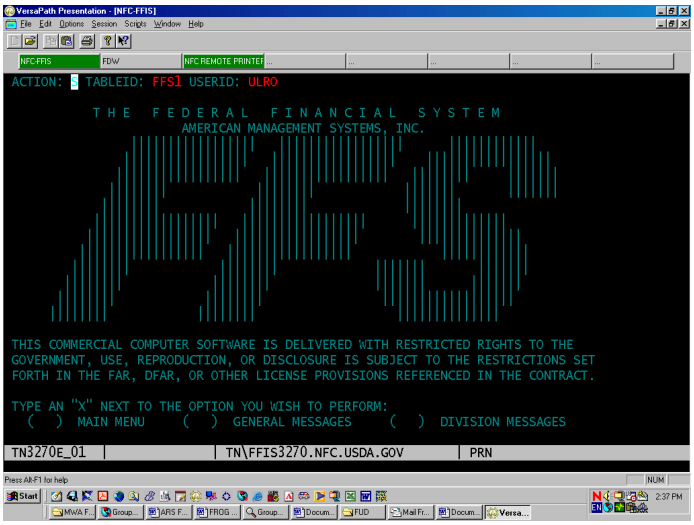
Main Menu for SuperSession




To activate a session, move the cursor to FF03-P19 “ARS Production.”
“Hit Enter”

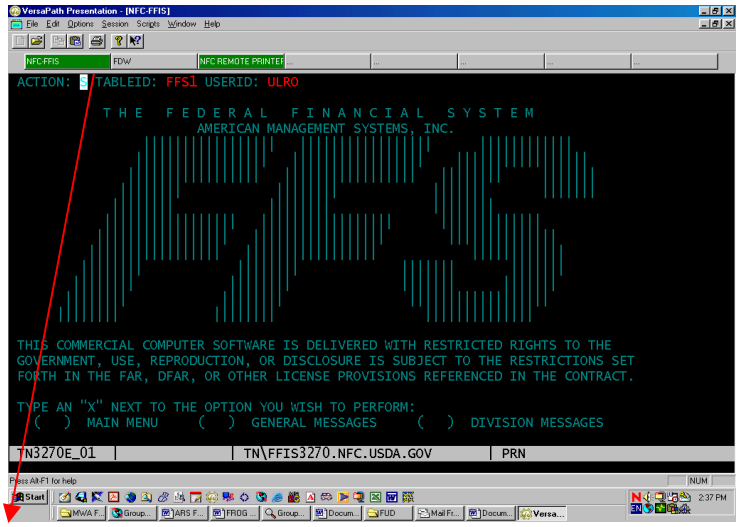



Select #1 Enter User ID Hit “Enter” Enter Password

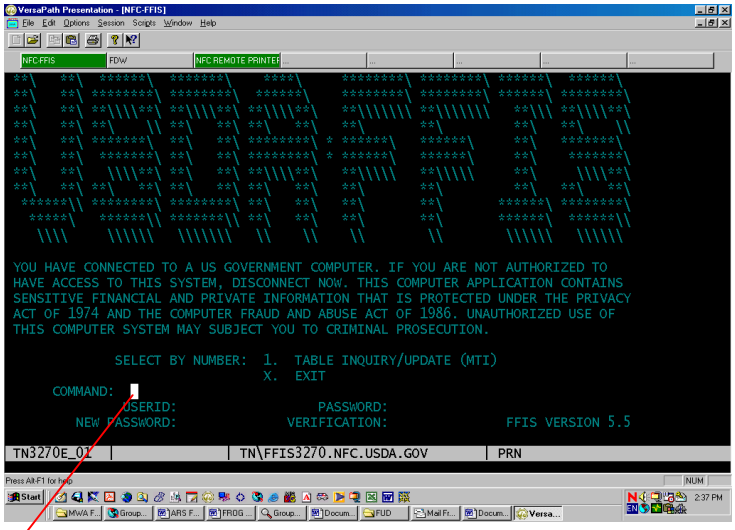



You are now in and free to move about…

To exit:

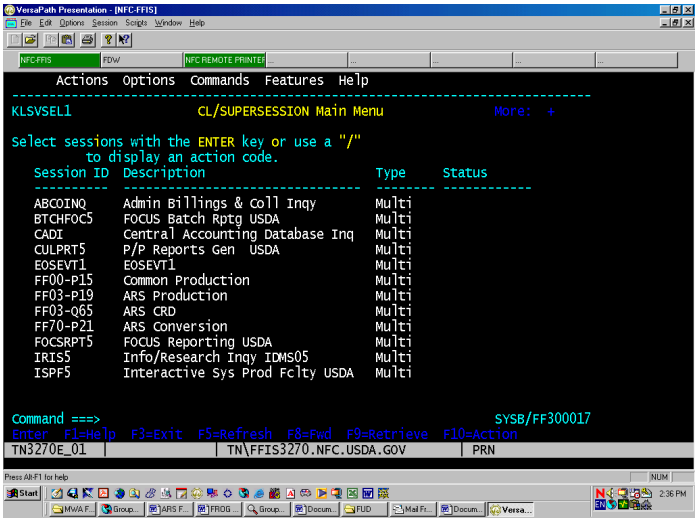



Type in “E” and hit “Enter”

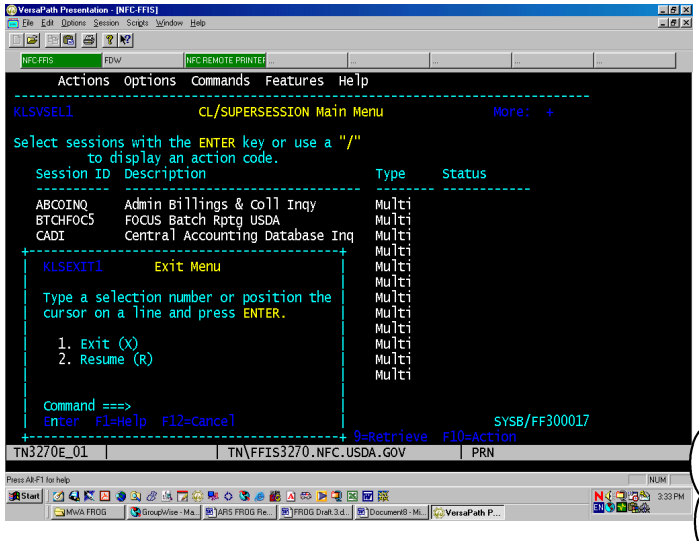



“X” for Exit –Hit “Enter”

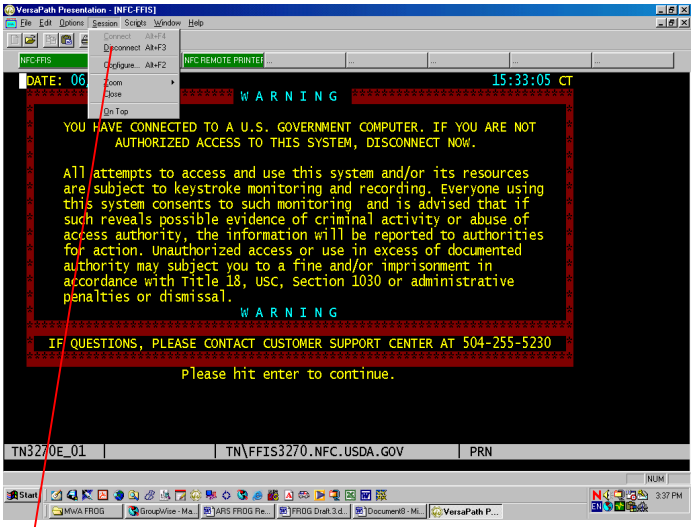
You will then get a blank screen; type “BYE” then hit “Enter”.




Press “F3”




Put the cursor on #1 and hit “Enter” to exit.




Disconnect from VersaPath

## *NFC Password Life Expectancy*

The following are the different NFC ID's we use and their life expectancy:

- AR###, i.e., AR999 - valid for 90 days
- FFIS, i.e., UXYZN01 - valid for 35 days (MUST have 8 characters, a number is not required)
- FDW, i.e., UXYZN01 - valid for 45 days (MUST have 8 characters, 1 of which is a numeric value)
- PCMS, i.e., AR999 - valid for 90 days

SecuRemote passwords (FFIS/FDW users currently have these), i.e., AR### or UXYZN01 - do not expire.

Just a hint... you may want to mark your calendar a few days prior to the expiration date and change them all at the same time.